

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

17th October 2017.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns, Lyn Ferguson, Brenda Kersey (Chairman), Jane Lay, Alex Michaels, Owen Roe & Hitesh Tailor.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 23rd October 2017 at 6:00 pm, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence.
2. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **Public Participation**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 7th August 2017 (previously circulated).**
5. **External Audit 2016-2017**
To consider the External Auditor's report, recommend approval and acceptance of the report and the audit certificate to the Parish Council. (Report and certificate sec. 3 of the enclosed annual return.)
6. **Budget Monitoring**
To consider spend to end Q2 2017-2018. (See budget book and tracking report enclosed.)
7. **Budget 2018-2019**
To consider the current revision of the budget. (v2 post Leisure Comm. to follow.)
8. **Financial Grants 2018-2019 - Service Level Agreement**
To consider the first draft of the Service Level Agreement for continuing grant funding. (Clerk's report item 1 and enclosed draft.)
9. **Financial Grants 2017-2018**
To consider a Financial Grant Application from Abbots Langley Carers Network (Clerk's report item 2 and for committee members enclosed application form.)
10. **Community Infrastructure Levy - Monitoring Report**
To approve the above report and its publication on the Parish Council's website. (Clerk's report item 3 and enclosed report.)

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11. War Memorial - St Paul's Langleybury

To consider the report from the Clerk. (Clerk's report item 4.)

12. Website

To receive a verbal update on the new website. (Clerk meeting with the web designer after circulation of meeting papers.)

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1. Financial Grants 2018-2019 - Service Level Agreement

The enclosed draft is based on an edited version of the TRDC Service Level Agreement.

It is not meant to be binding on both parties more a general outline of the commitment of the Parish Council to fund selected organisations on an annual basis, outside of the newly introduced "Repeat Grant Application" arrangements.

2. Financial Grants 2017-2018

The enclosed application from the Abbots Langley Carers is for £300, so falls over the Small Grants threshold of £250.

There is currently £1,985 unspent in the 2017-2018 budget for grants of £14,000. Grants approved this financial year as below:

Royal Air Force Association	250.00	
CAB in Three Rivers	2000.00	
St Lawrence Church	2000.00	
Abbots Langley Flower Arranging Soc	300.00	
Lions Club of Watford	2000.00	
St Pauls Church Langleybury	1500.00	
Abbots Langley Women's Institute	100.00	
Abbots Langley Methodist Church	2500.00	
Abbots Langley Cricket Club	675.00	
Bedmond Women's Institute	250.00	(Small Grant)
Bedmond Youth Football Club	190.00	(Small Grant)
Hillside Residents Association	250.00	(Small Grant)
	<u>12015.00</u>	

3. Community Infrastructure Levy (CIL) - Monitoring Report

In the CIL legislation there is a requirement for recipients of the levy to report on receipts and expenditure by 31st December following the end of the preceding financial year. The report must be published on the recipient's website.

The contents of the report are laid out in the regulations.

The first version of the Parish Council's report is enclosed for approval.

Members may want to give consideration for this to be delegated to the Clerk in future years.

4. War Memorial - St Paul's Langleybury

Three quotes have been sought to refurbish the above ahead of the 2018 commemorations.

The quotes cover cleaning, using either steam or elbow grease and soap. No jet washing, abrasive products or chemical solvents will be used to ensure there is no damage to the surface. Additionally the letters will be re-blacked and the memorial and base repointed.

Contractor 1	£3,160
Contractor 2	£3,335
Contractor 3	£5,246

Contractor 1 did not site visit, they quoted from photographs provided, and they are based out of area (SL).

Contractor 2 is locally based (WD) and has been recommended by another Parish Council.

Contractor 3 is based out of area (CM) so travel time has probably inflated their quote. They however have an impressive reference list and have been recommended by a Town Council.

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Based on the above officers recommend proceeding with contractor 2.

All of these monumental masons are very busy and have a significant backlog of work, it took a while to get them to quote. All are quoting a minimum three to four months lead time for the work to commence.

We want the refurbishment to take place in the spring so it is important a purchase order is placed in the near future so we can secure a place in the company's work programme.

Costs will be budgeted for 2018-2019.

Tim Perkins
Clerk to the Council
17th October 2017

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